



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LIBRARIAN IV	37	B	4.106
LIBRARIAN III	35	B	4.109
LIBRARIAN II	33	B	4.112
LIBRARIAN I	31	B	4.115
LIBRARIAN TRAINEE	29	B	4.125

### SERIES CONCEPT

Librarians are typically assigned to the State Library and Archives and are responsible for professional library activities and may exercise supervision and/or administration of special programs or services. Librarians may also be assigned to agencies where a library is made available to clientele and/or staff.

Incumbents order books and other materials based on reviews of the books and materials and/or the recommendations of clientele and the agency's research staff, the agency's purpose and collection development policies in order to meet the needs of researchers and/or borrowers of library materials. Incumbents recommend and implement collection development policies.

Incumbents classify and catalog library material of all types and formats received according to nationally recognized library cataloging systems and classification schedules so that retrieval is possible. Card catalogs both manual and automated and circulation systems are maintained in order to inventory, retrieve, organize and provide materials to clients.

Incumbents interview clients by phone or in person in order to determine what information tools or other resources will give them the information that they seek. Incumbents may perform bibliographic researches themselves either manually or by computer in order to assist clients. Incumbents determine the research need, determine the research technique to meet that need, and evaluate the response with the client. When necessary, the technique is adjusted to ensure satisfactory provision of the needed information. Incumbents teach clients to use research tools such as catalogs, indexes, bibliographies, etc.

Incumbents process interlibrary loan requests, both to and from the assigned library, in order to provide clients with a wider information base from which to choose material. Incumbents analyze requests, verify the bibliographic information, find locations in-state and out-of-state, determine costs, order and receive materials and set loaning procedures. Incumbents are responsible for following lending institutions' policies and procedures.

Incumbents assist clients in physically locating materials in the library in order to reduce patron research time. Incumbents apply organization concepts in the arrangement of collections and information science techniques to ensure clear, logical arrangements of resources.

Incumbents establish and maintain circulation file procedures in order to assure orderly and timely flow of materials to and from clients. Materials are reshelfed or reissued when a hold is placed on circulating material. Overdue notices are sent and appropriate fines are assessed according to schedules. Patron's status is verified in order to issue material. Circulation statistics are maintained in order to assess procedures and to verify usability of materials. Incumbents explain and apply circulation policies and procedures to ensure client's eligibility for loans and to protect the confidentiality of library records set by NRS.

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### SERIES CONCEPT (cont.)

Incumbents receive specialized materials or collections, determine appropriateness and make special indexes, if necessary in order to have materials available for clients.

Incumbents plan for shelving arrangements, planning of indexes, computers and related retrieval tools in order to accommodate growing and/or changing library collections and library environments. Incumbents prepare displays of library materials in order to introduce new material to clients to create a particular atmosphere for the library, or to focus on specific subject resources of community interests or needs.

Incumbents maintain statistics of library use in order to inform others of library usage, to analyze library operations to demonstrate performance and to document changing roles or needs of clients.

Incumbents manage special library services, sections or programs in order to meet special needs, contracts or state programs that are assigned to the State Library and Archives. These assignments include but are not limited to U.S. Bureau of the Census, State Data Center, Special Collections, and Legislative Hotline, and the Regional Library for the Blind and Physically Handicapped, the State Documents Distribution Center, etc.

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### CLASS CONCEPTS

#### LIBRARIAN IV

Librarian IV either: 1) are responsible for a major functional unit of the State Library and Archives that includes several smaller units; plan, organize and direct the work of other Librarians and their staff; develop the budget for the unit; coordinate the work of the assigned unit with other units in the library and archives; assist an Assistant Director in formulation of policies and procedures for new and existing programs; AND/OR 2) provide advice and technical assistance to public libraries, other libraries, agencies of the state, political subdivisions, planning groups and other agencies and organizations; carry out continuing studies and analyses of library problems; plan and conduct institutes and workshops for Librarians, library-interested personnel and others; provide consultative services to libraries statewide; research, coordinate and manage state and federal grants to libraries statewide; write private, state and federal grants for use by the NSLA; provide assistance leadership to libraries statewide including review and monitoring of programs, services and building projects.

In addition, Librarian IV's may perform the duties described in the series concept. Librarian IV's receive general supervision from the Assistant Director. Work is assigned through establishment of annual goals and objectives and reviewed based upon meeting goals and objectives.

#### LIBRARIAN III

Librarian III's supervise other library staff, perform all or part of the duties described in the series concept, and may perform complex, technical or specialized duties in and/or are responsible for subunits or sections of the division not typically assigned to lower level librarians.

This is the first full supervisory level in the series. Librarian III's work under very general supervision. Work is assigned through goals and objectives and reviewed based on meeting goals and objectives.

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### **CLASS CONCEPTS (cont.)**

#### **LIBRARIAN II**

Librarian II's perform all or part of the duties described in the series concept under general supervision; may supervise technical and clerical library staff; may be responsible for a library function in an agency outside of the State Library and Archives.

This is the journey level in the series.

#### **LIBRARIAN I**

Librarian I's perform the range of duties described in the series concept under direct supervision.

This is the continuing trainee level in this series.

#### **LIBRARIAN TRAINEE**

The Librarian Trainee class is used to fill positions with employees who have attained a graduate level degree in library science but have little or no experience. Librarian Trainees typically work under immediate supervision doing/learning the duties in the series concept and progress to the next higher level in the series upon satisfactory completion of the required 12 months of experience and the recommendation of the appointing authority.

This is the entry level/trainee class in the series.

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### **MINIMUM QUALIFICATIONS**

#### **LIBRARIAN IV**

##### **EDUCATION AND EXPERIENCE:**

A Master's degree of Library Science from an American Library Association accredited library school. Five years of professional level library work including a minimum of two years of supervisory work including administrative responsibility.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

Thorough knowledge of agency goals and criteria as pertains to a functional area of the library. Knowledge of local government structure and laws. Knowledge of library construction plans and programs.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

All knowledge, skills and abilities of Librarian I, II and III and working knowledge of the practices and concepts of material selection and retention and the provision of reference services; and of budgeting procedures and practices.

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## **MINIMUM QUALIFICATIONS (cont.)**

### **ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)**

Ability to work independent of supervision. Ability to deal diplomatically with potential donors of material and to evaluate donated material as to its appropriateness to the collection. Ability to supervise others. Ability to work with community groups at all levels. Ability to administer grants, programs and projects.

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### **LIBRARIAN III**

#### **EDUCATION AND EXPERIENCE:**

A Master's degree of Library Science from an American Library Association accredited library school. Four years of professional level library work including a minimum of one year in a supervisory capacity.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

Thorough knowledge of specialized library service, program, or technical library function and related subunits.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

All knowledge, skills and abilities of Librarian I and II and have the ability to select, train and supervise professional staff and to provide accurate input into policy determination.

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### **LIBRARIAN II**

#### **EDUCATION AND EXPERIENCE:**

A Master's of Library of Science degree from an American Library Association accredited library school and two years of professional level library work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

Ability to manage a special functional area which may include supporting collections. Ability to adjust reference tasks as required. Ability to write factually accurate and grammatically correct copy for publication. Ability to prepare press releases and public service announcements. Ability to use concepts and methodology. Ability to delegate and review the work of other personnel. Ability to serve as a member or officer in a professional organization. Ability to remain calm under stressful conditions.

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### **MINIMUM QUALIFICATIONS (cont.)**

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Must possess the knowledge, skills and abilities of a Librarian I and have: knowledge of the national, regional and state system for interlibrary loans.

Ability to establish and maintain cooperative working relationships within and without the library. Ability to manage a special program area of library science. Ability to read and critically evaluate descriptive and instructional materials. Ability to write clear and concise summary accounts of work planned and accomplished. Ability to work with minimal or split supervision.

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### **LIBRARIAN I**

#### **EDUCATION AND EXPERIENCE:**

A Master's of Library Science degree from an American Library Association accredited library school and one year of professional level library work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of applicable retrieval systems. Knowledge of federal, state and local statutes, regulations and organizations. Knowledge of library programs and services.

Ability to read and understand various types of complex and technical documents. Ability to contact federal, state and local government agencies to obtain information or to arrange access to information. Ability to operate a variety of equipment and make minor repairs. Ability to teach clientele basic concepts of information organization in the library and how to locate materials in the library collection. Ability to organize specialized information resources.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of professional library principles, methods, materials and practices. Knowledge of organizational applications for the classification schemes for material. Knowledge of basic core of reference resource titles and contents to be used in research.

Ability to communicate orally and in writing with clientele. Ability to conduct research as necessary for requests. Ability to use classification systems. Ability to work under stress of interruptions and with a variety of people from different socioeconomic backgrounds.

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# MINIMUM QUALIFICATIONS (cont.)

## LIBRARIAN TRAINEE

### EDUCATION AND EXPERIENCE:

Master's of library science degree from an American Library Association accredited library school.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>4.106</u>	<u>4.109</u>	<u>4.112</u>	<u>4.115</u>	<u>4.125</u>
ESTABLISHED:	1/1/61	1/1/61	1/1/61	1/1/61	7/1/91P 3/13/90PC
REVISED:	10/1/62	10/1/62	10/1/62	10/1/62	
REVISED:	10/25/74	10/25/74	10/25/74	10/25/74	
REVISED:	6/11/82-3	7/1/91P 3/13/90PC	5/31/79	5/31/79	
REVISED:	12/19/85-12		6/10/81R 5/7/82PAC	7/1/91P 3/13/90PC	
REVISED:	7/1/89R 3/13/90PC		7/1/91P 3/13/90PC		
REVISED:	7/1/91P 3/13/90PC				